Surf Life Saving Australia

Carnival Manager User Guide

April 2012

Version 1.4

Updated by
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Carnival Manager User Guide

SLSA's web software enables the total administration of carnivals and other SLSA affiliated sporting events. The system includes entrant management, reports (who is entered and what is the fee) and administration (carnival visibility, costs, event list etc.)

This guide is divided into two main sections – the first section for system administrators and the second section for club level users.

1 - Administrators

Log-In

Enter the username and password supplied to you by your administrator. Please note that this is case sensitive. Please ensure your browser has cookies enabled, or you will have trouble logging in as the Carnival Manager uses cookies to ensure that only verified users have access.

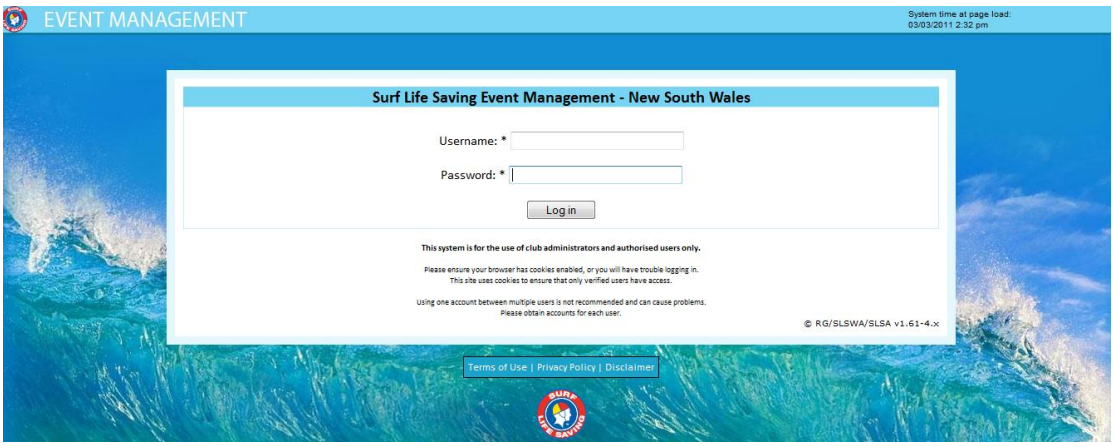
EVENT MANAGEMENT
System time at page load:
03/03/2011 2:32 pm
Surf Life Saving Event Management - New South Wales
Username: *
Password: *
Log in
This system is for the use of club administrators and authorised users only.
Please ensure your browser has cookies enabled, or you will have trouble logging in.
This site uses cookies to ensure that only verified users have access.
Using one account between multiple users is not recommended and can cause problems.
Please obtain accounts for each user.
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Figure 1 - Login Screen

Manage Users

To create, modify or delete an account for the carnival manager, click on the 'Manage Users' link.

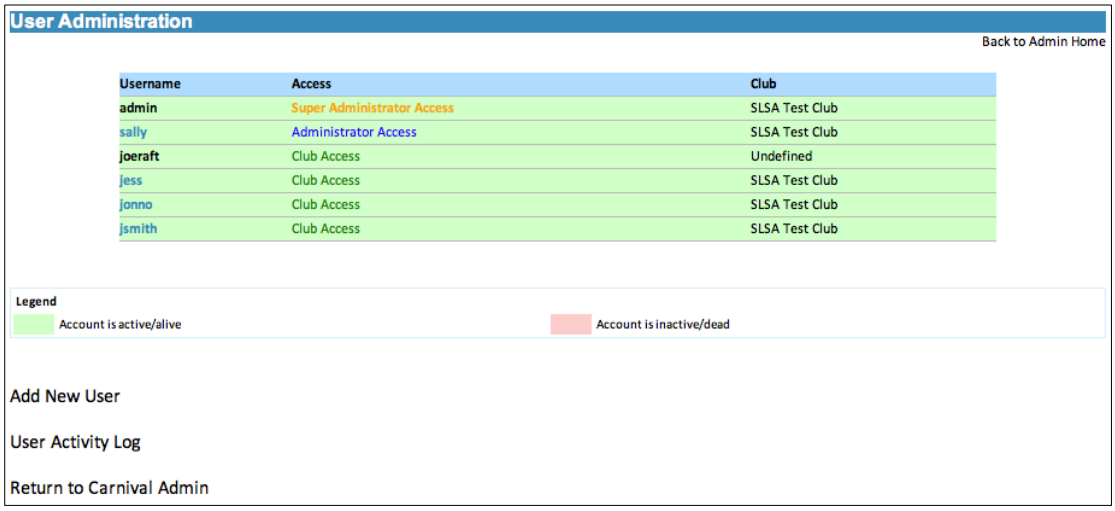


Figure 2 - User Administration

To modify or delete an existing account, click on the username in the accounts list and modify the settings accordingly.

To create a new account click on the 'Add New User' link, choose a username and password and set it to the appropriate access level. Club level users can administrate an event, administrators can change the event's main parameters.

When you have added an account, a confirmation screen will appear from which you can copy and paste the users details for sending out via email.

To deactivate an account, click on the username in the list and set Account Status to 'Dead'.

If you wish to view account activity, click on the 'User Activity Log' to see a list of accounts and session information, including IP address.

System Administration

When you first log-in to the Carnival Manager as an administrative user you will see the System Administration screen. This gives an over-view of currently listed carnivals and enables an administrator to create a new carnival, manage users, classes, events, required patrol hours and to force a Surfguard update if required. The Carnival listings are colour-coded to give a quick over-view of the status of each event, the legend for this colour-coding is listed below the name list.

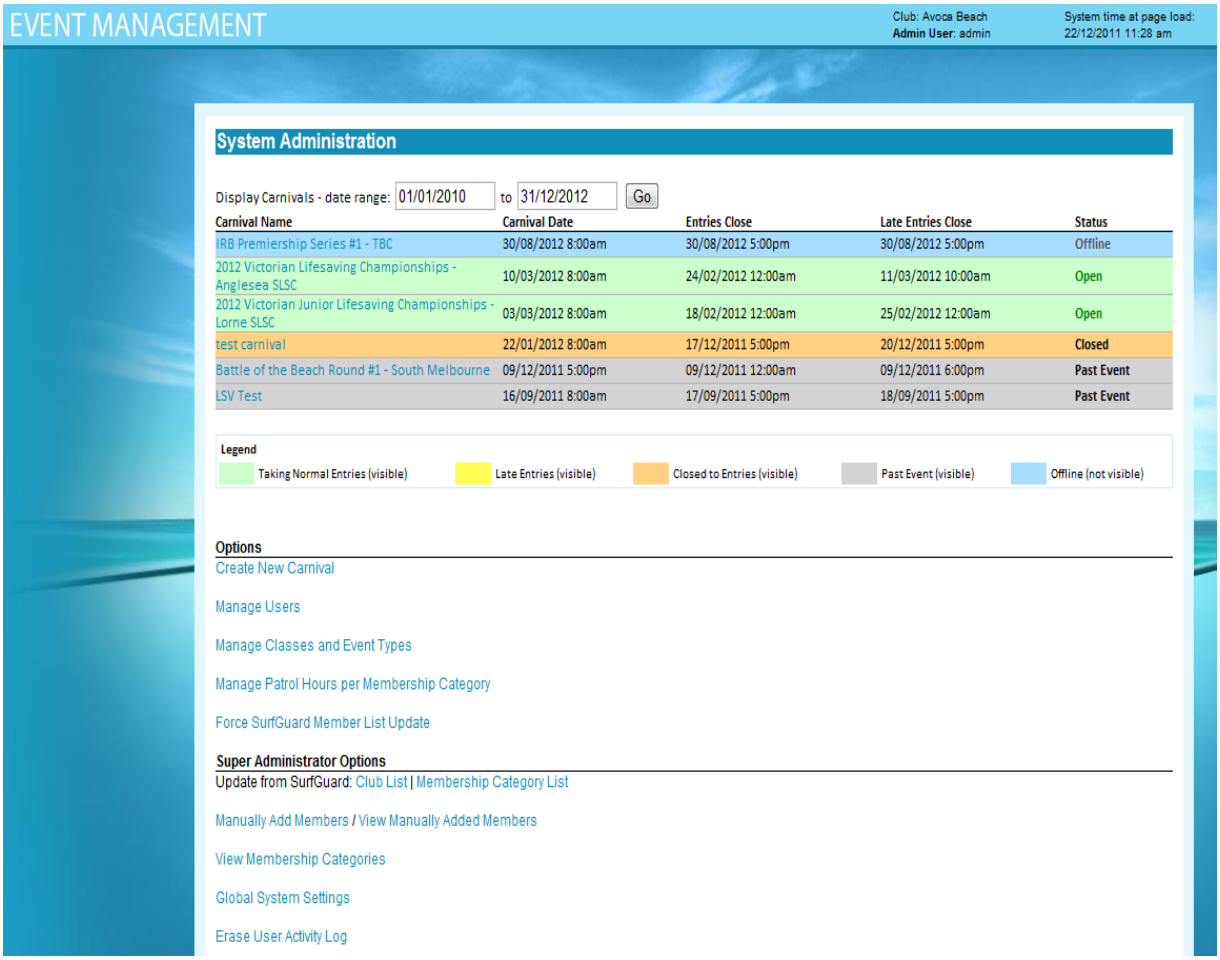

EVENT MANAGEMENT
Club: Avoca Beach
Admin User: admin
System time at page load:
22/12/2011 11:28 am
System Administration
Display Carnivals - date range: 01/01/2010 to 31/12/2012 Go
Carnival Name | Carnival Date | Entries Close | Late Entries Close | Status
IRB Premiership Series #1 - TBC | 30/08/2012 8:00am | 30/08/2012 5:00pm | 30/08/2012 5:00pm | Offline
2012 Victorian Lifesaving Championships - Anglesea SLSC | 10/03/2012 8:00am | 24/02/2012 12:00am | 11/03/2012 10:00am | Open
2012 Victorian Junior Lifesaving Championships - Lorne SLSC | 03/03/2012 8:00am | 18/02/2012 12:00am | 25/02/2012 12:00am | Open
test carnival | 22/01/2012 8:00am | 17/12/2011 5:00pm | 20/12/2011 5:00pm | Closed
Battle of the Beach Round #1 - South Melbourne | 09/12/2011 5:00pm | 09/12/2011 12:00am | 09/12/2011 6:00pm | Past Event
LSV Test | 16/09/2011 8:00am | 17/09/2011 5:00pm | 18/09/2011 5:00pm | Past Event
Legend
Taking Normal Entries (visible)
Late Entries (visible)
Closed to Entries (visible)
Past Event (visible)
Offline (not visible)
Options
Create New Carnival
Manage Users
Manage Classes and Event Types
Manage Patrol Hours per Membership Category
Force SurfGuard Member List Update
Super Administrator Options
Update from SurfGuard: Club List | Membership Category List
Manually Add Members / View Manually Added Members
View Membership Categories
Global System Settings
Erase User Activity Log

Figure 3 - System Administration screen

Create New Carnival

Click on the 'Create New Carnival' link to add a new event to the system. This enables you to name and set a date for the event, add a pricing structure, age limits and per-event settings such as team size restrictions. When you have completed all the fields, click 'Add Carnival' to add the event to the system. To return to the administration screen without adding an event, click the 'Back to Admin Home' link in the top right of the screen**. NB:** *You must fill in the min and max competition age fields to allow clubs to submit entries for the event that you are creating.*

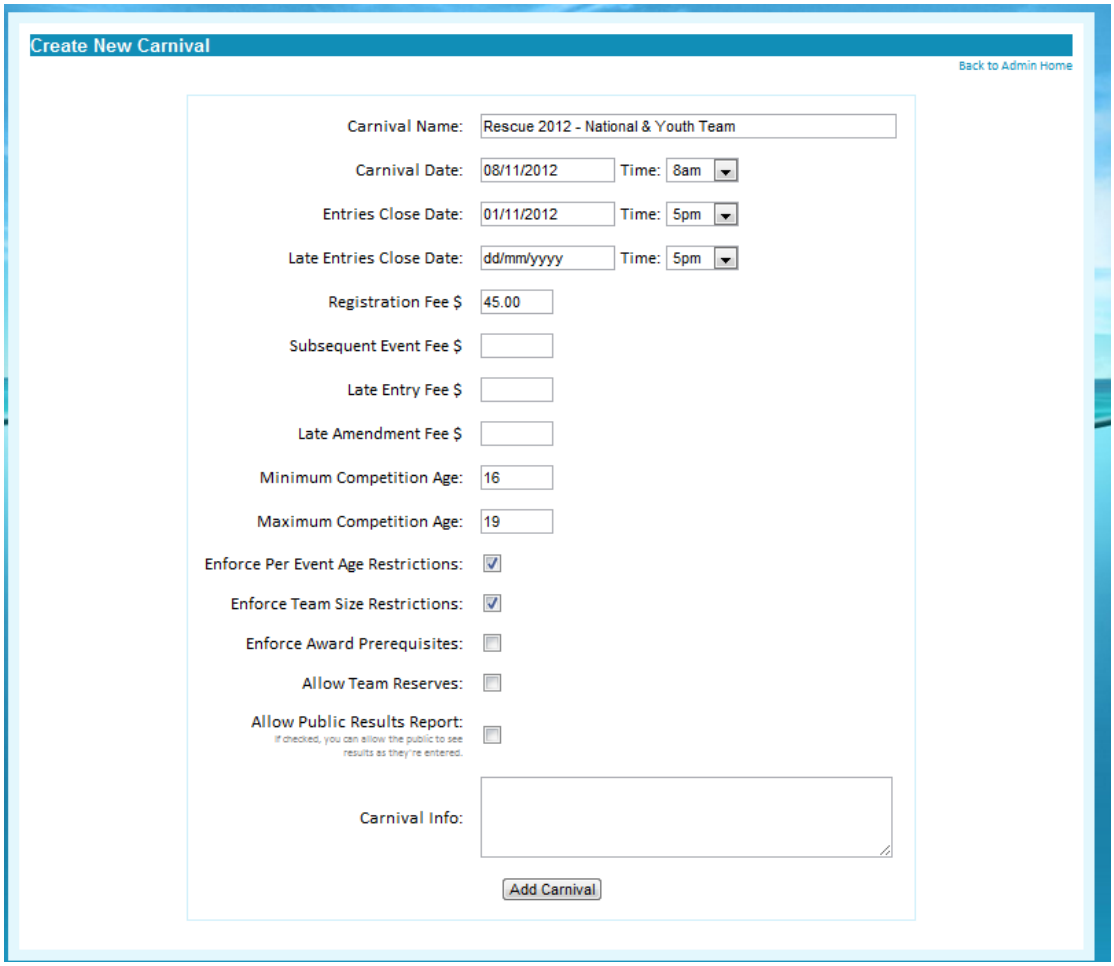
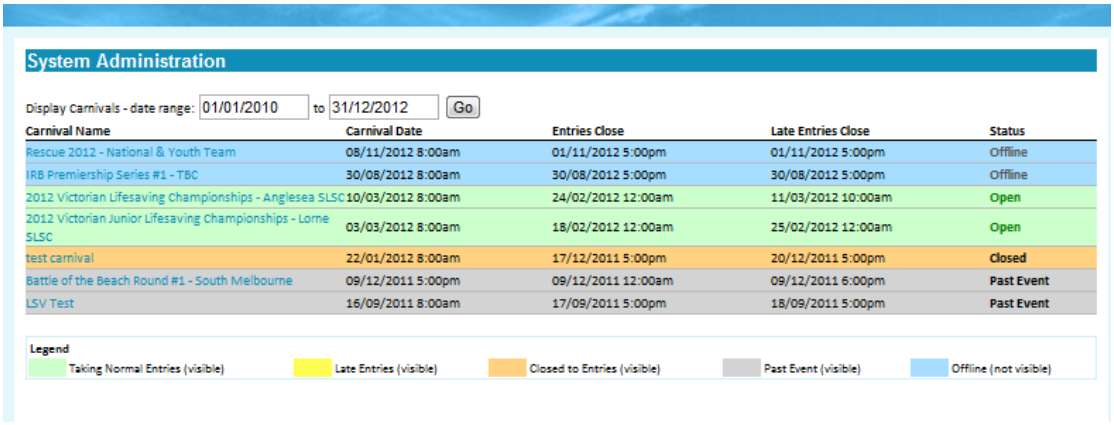


Figure 4 - Create a New Carnival

Figure 4a – Display Carnivals screen

Once you have added the carnival it will join the list of events on the main systems administration screen and be colour-coded accordingly.


System Administration
Display Carnivals - date range: 01/01/2010 to 31/12/2012 Go
Carnival Name | Carnival Date | Entries Close | Late Entries Close | Status
Rescue 2012 - National & Youth Team | 08/11/2012 8:00am | 01/11/2012 5:00pm | 01/11/2012 5:00pm | Offline
IRB Premiership Series #1 - TBC | 30/08/2012 8:00am | 30/08/2012 5:00pm | 30/08/2012 5:00pm | Offline
2012 Victorian Lifesaving Championships - Anglesea SLSC | 10/03/2012 8:00am | 24/02/2012 12:00am | 11/03/2012 10:00am | Open
2012 Victorian Junior Lifesaving Championships - Lorne SLSC | 03/03/2012 8:00am | 18/02/2012 12:00am | 25/02/2012 12:00am | Open
test carnival | 22/01/2012 8:00am | 17/12/2011 5:00pm | 20/12/2011 5:00pm | Closed
Battle of the Beach Round #1 - South Melbourne | 09/12/2011 5:00pm | 09/12/2011 12:00am | 09/12/2011 6:00pm | Past Event
LSV Test | 16/09/2011 8:00am | 17/09/2011 5:00pm | 18/09/2011 5:00pm | Past Event
Legend
Taking Normal Entries (visible)
Late Entries (visible)
Closed to Entries (visible)
Past Event (visible)
Offline (not visible)

Event and Class Administration

The event and class functions enable you to add, modify and delete important components (namely classes and types) of what makes up events. Should you delete or modify these, it will affect their use across all carnivals in the system, past and present, that contain events using those components. If you delete an event type, all entries and events containing that event type will be removed. The same goes for deleting an event class. That could have major ramifications for a live system, so be VERY careful!

Manage Classes

To create, modify or delete classes, click on the 'Manage Classes' link. To add a new class to the system (if the event is not listed), simply enter its class specific attributes in the appropriate field and click the 'Add New Class' button. Your new class will now appear in the Existing Class List.

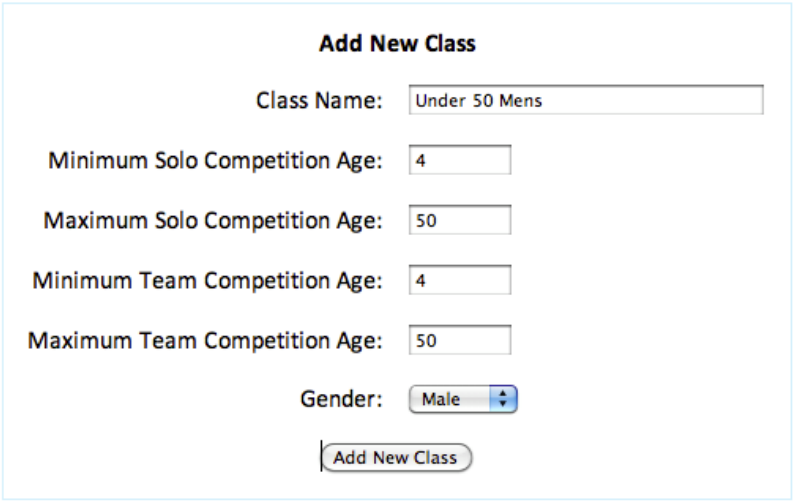

Add New Class
Class Name: Under 50 Mens
Minimum Solo Competition Age: 4
Maximum Solo Competition Age: 50
Minimum Team Competition Age: 4
Maximum Team Competition Age: 50
Gender: Male
Add New Class

Figure 2 - Add New Class

To edit an existing class, simply click on the 'Edit' link next to its entry in the Existing Class List.

To delete an existing class, click on the 'Delete' Edit' link next to its entry in the Existing Class List. You will need to confirm your action before the class is deleted.

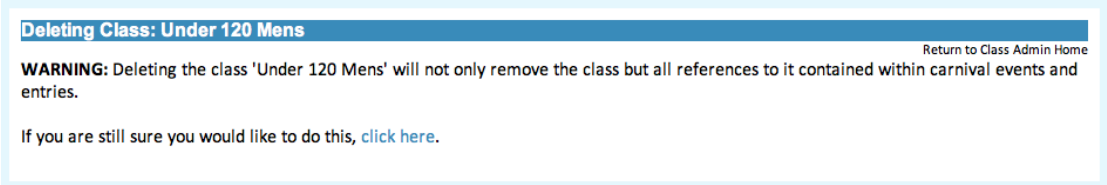

Deleting Class: Under 120 Mens
Return to Class Admin Home
WARNING: Deleting the class 'Under 120 Mens' will not only remove the class but all references to it contained within carnival events and entries.
If you are still sure you would like to do this, click here.

Figure 3 - Deleting a Class

Manage Event Types

To create, modify or delete even types, click on the 'Manage Event Types' link. To add a new type, simply fill in the fields on the managing Event Types screen and click the 'Add New Type' button.

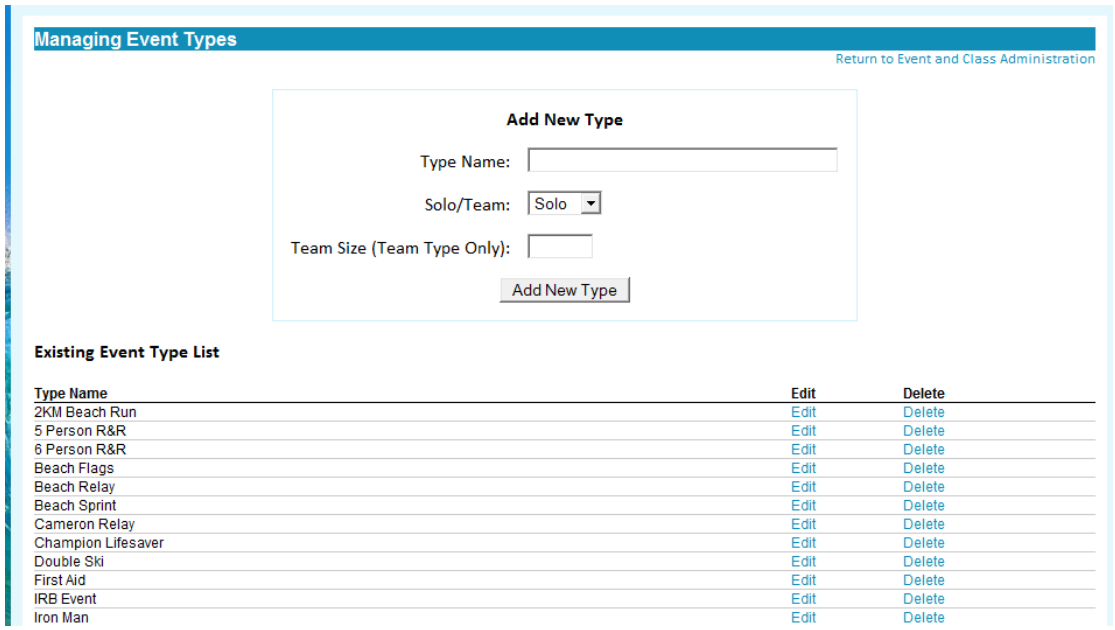


Figure 4 - Manage Event Types

To edit an existing event type, simply click on the 'Edit' link next to its entry in the Existing Class List.

To delete an existing class, click on the 'Delete' link next to its entry in the Existing Class List. You will need to confirm your action before the class is deleted.

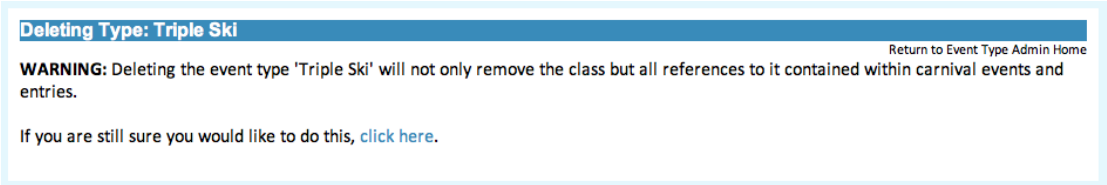
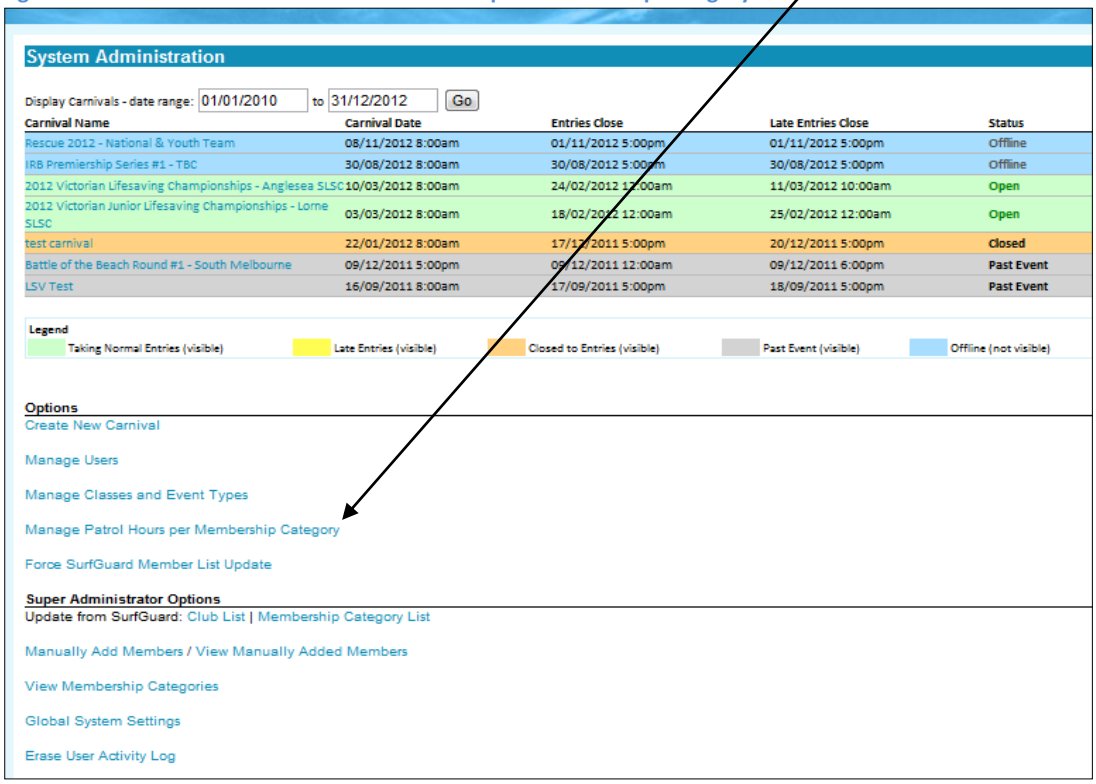

Deleting Type: Triple Ski
Return to Event Type Admin Home
WARNING: Deleting the event type 'Triple Ski' will not only remove the class but all references to it contained within carnival events and entries.
If you are still sure you would like to do this, click here.

Figure 5 - Delete an Event Class

Patrol Hours per Membership Category Management

This screen enables you to specify the number of patrol hours a competitor should have accrued that season based on their membership category. Positive numbers are measured against accrued hours. A zero indicates the membership category has no quota. A negative value indicates the membership category should not accrue hours. At the moment, this information is not used to deny entries to competitors, it is only provided as an indicator. This functionality is accessed via the home administration page

Figure 8a – Administration Screen – Patrol Hours per Membership Category


System Administration
Display Carnivals - date range: 01/01/2010 to 31/12/2012 Go
Carnival Name | Carnival Date | Entries Close | Late Entries Close | Status
Rescue 2012 - National & Youth Team | 08/11/2012 8:00am | 01/11/2012 5:00pm | 01/11/2012 5:00pm | Offline
IRB Premiership Series #1 - TBC | 30/08/2012 8:00am | 30/08/2012 5:00pm | 30/08/2012 5:00pm | Offline
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test carnival | 22/01/2012 8:00am | 17/12/2011 5:00pm | 20/12/2011 5:00pm | Closed
Battle of the Beach Round #1 - South Melbourne | 09/12/2011 5:00pm | 09/12/2011 12:00am | 09/12/2011 6:00pm | Past Event
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Taking Normal Entries (visible)
Late Entries (visible)
Closed to Entries (visible)
Past Event (visible)
Offline (not visible)
Options
Create New Carnival
Manage Users
Manage Classes and Event Types
Manage Patrol Hours per Membership Category
Force SurfGuard Member List Update
Super Administrator Options
Update from SurfGuard: Club List | Membership Category List
Manually Add Members / View Manually Added Members
View Membership Categories
Global System Settings
Erase User Activity Log

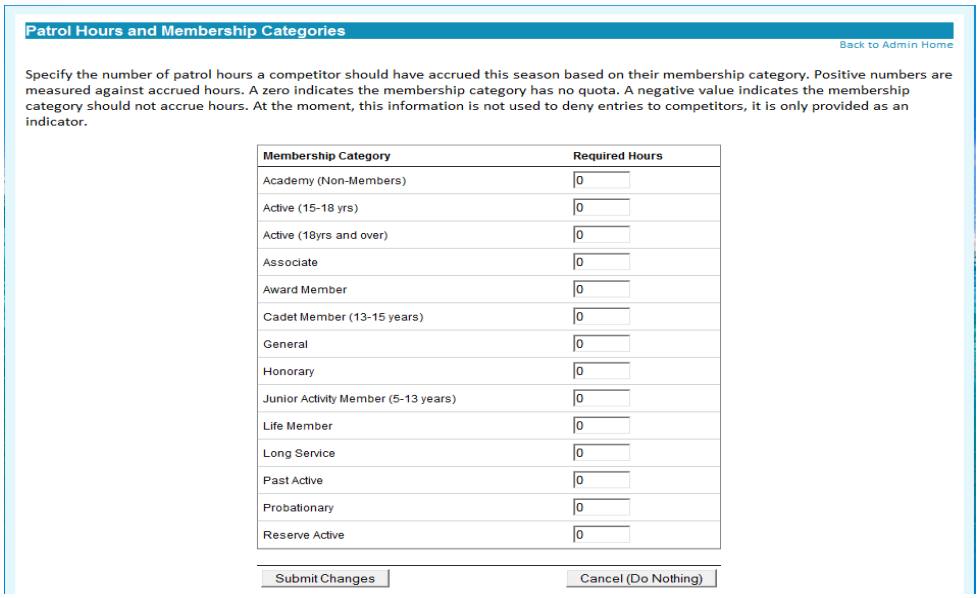

Patrol Hours and Membership Categories
Back to Admin Home
Specify the number of patrol hours a competitor should have accrued this season based on their membership category. Positive numbers are measured against accrued hours. A zero indicates the membership category has no quota. A negative value indicates the membership category should not accrue hours. At the moment, this information is not used to deny entries to competitors, it is only provided as an indicator.
Membership Category | Required Hours
Academy (Non-Members) 0
Active (15-18 yrs) 0
Active (18yrs and over) 0
Associate 0
Award Member 0
Cadet Member (13-15 years) 0
General 0
Honorary 0
Junior Activity Member (5-13 years) 0
Life Member 0
Long Service 0
Past Active 0
Probationary 0
Reserve Active 0
Submit Changes
Cancel (Do Nothing)

Figure 6 - Patrol Hours and Membership Categories

Force SurfGuard Member List Update

Obviously there is often a considerable amount of time between the creation of an event and the running of that event. In order to have a complete and up-to-date list of club members who are eligible for an event/carnival, it is often required to update the list of those members that the carnival management system has pulled out of Surfguard.

From the system administration page click on the link – *Force Surfguard Member List Update.*

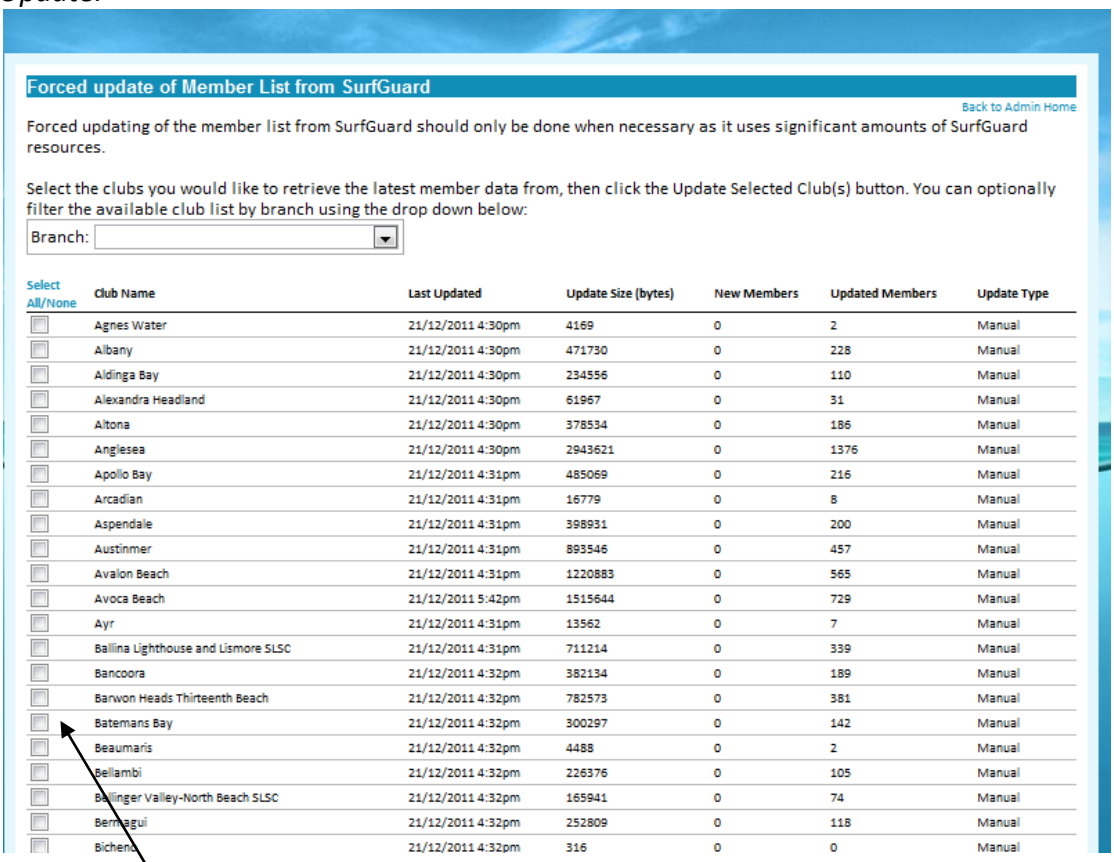
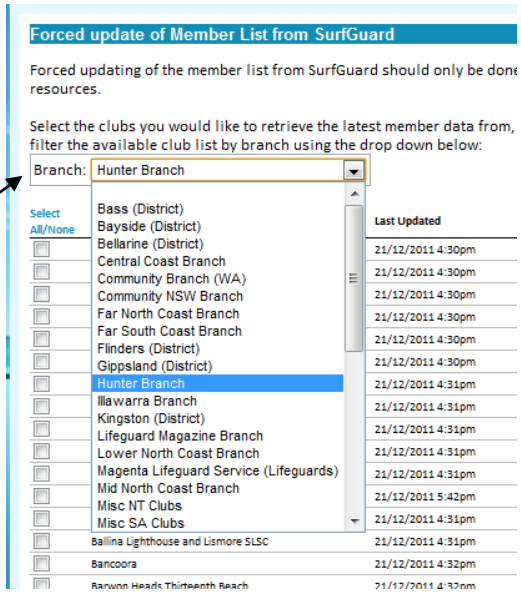

Forced update of Member List from SurfGuard
Back to Admin Home
Forced updating of the member list from SurfGuard should only be done when necessary as it uses significant amounts of SurfGuard resources.
Select the clubs you would like to retrieve the latest member data from, then click the Update Selected Club(s) button. You can optionally filter the available club list by branch using the drop down below:
Branch:
Select All/None
Club Name
Last Updated
Update Size (bytes)
New Members
Updated Members
Update Type
Agnes Water 21/12/2011 4:30pm 4169 0 2 Manual
Albany 21/12/2011 4:30pm 471730 0 228 Manual
Aldinga Bay 21/12/2011 4:30pm 234556 0 110 Manual
Alexandra Headland 21/12/2011 4:30pm 61967 0 31 Manual
Altona 21/12/2011 4:30pm 378534 0 186 Manual
Anglesea 21/12/2011 4:30pm 2943621 0 1376 Manual
Apollo Bay 21/12/2011 4:31pm 485069 0 216 Manual
Arcadian 21/12/2011 4:31pm 16779 0 8 Manual
Aspendale 21/12/2011 4:31pm 398931 0 200 Manual
Austinmer 21/12/2011 4:31pm 893546 0 457 Manual
Avalon Beach 21/12/2011 4:31pm 1220883 0 565 Manual
Avoca Beach 21/12/2011 5:42pm 1515644 0 729 Manual
Ayr 21/12/2011 4:31pm 13562 0 7 Manual
Ballina Lighthouse and Lismore SLSC 21/12/2011 4:31pm 711214 0 339 Manual
Bancoora 21/12/2011 4:32pm 382134 0 189 Manual
Barwon Heads Thirteenth Beach 21/12/2011 4:32pm 782573 0 381 Manual
Batemans Bay 21/12/2011 4:32pm 300297 0 142 Manual
Beaumaris 21/12/2011 4:32pm 4488 0 2 Manual
Bellambi 21/12/2011 4:32pm 226376 0 105 Manual
Bellinger Valley-North Beach SLSC 21/12/2011 4:32pm 165941 0 74 Manual
Bermagui 21/12/2011 4:32pm 252809 0 118 Manual
Bicheno 21/12/2011 4:32pm 316 0 0 Manual

Figure 7 - Force SurfGuard Member List Update

To update a single organisation or multiple clubs simply tick the checkbox next to the club name/s that you wish to update.

A branch filter selection button is provided so that clubs displayed for selection for a Force Surfguard Member Update can be selected by Branch.


Forced update of Member List from SurfGuard
Forced updating of the member list from SurfGuard should only be done
resources.
Select the clubs you would like to retrieve the latest member data from,
filter the available club list by branch using the drop down below:
Branch: Hunter Branch
Select All/None
Last Updated
Bass (District)
Bayside (District)
Bellarine (District)
Central Coast Branch
Community Branch (WA)
Community NSW Branch
Far North Coast Branch
Far South Coast Branch
Flinders (District)
Gippsland (District)
Hunter Branch
Illawarra Branch
Kingston (District)
Lifeguard Magazine Branch
Lower North Coast Branch
Magenta Lifeguard Service (Lifeguards)
Mid North Coast Branch
Misc NT Clubs
Misc SA Clubs
Ballina Lighthouse and Lismore SLSC 21/12/2011 4:31pm
Bancoora 21/12/2011 4:32pm

Note: When updating a clubs member's from Surfguard the system will archive any members in the carnival manager that are archived in Surfguard and have not been updated in the carnival system for 2 years.

Super Administrator Options

If you have super administrator access (typically only national and state users) then you can perform a number of functions including update a) the Club List and b) the Membership Category List by clicking on the two links in the options screen located on the System Administration Home page.

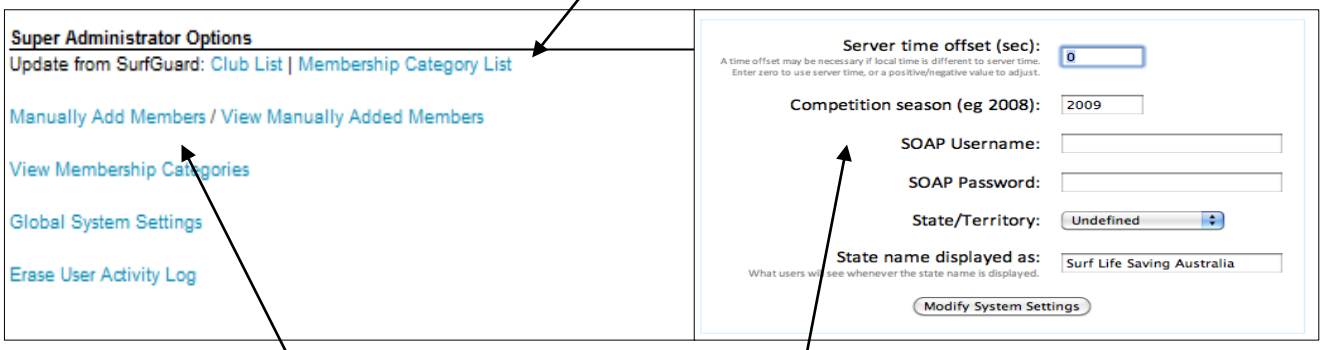
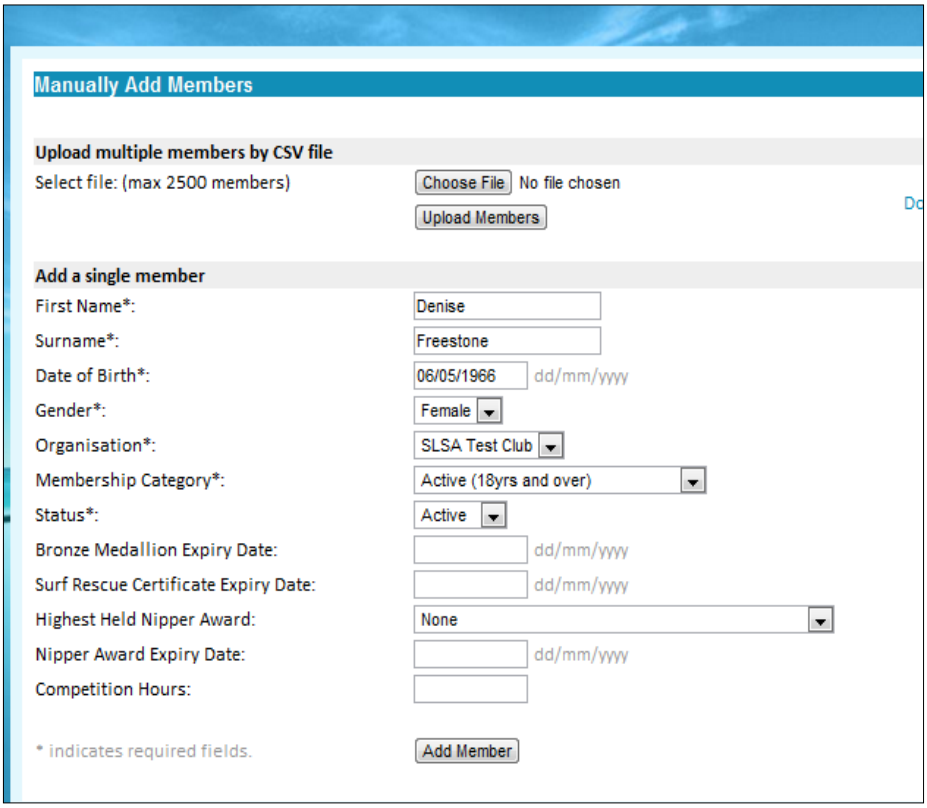

Super Administrator Options
Update from SurfGuard: Club List | Membership Category List
Manually Add Members / View Manually Added Members
View Membership Categories
Global System Settings
Erase User Activity Log
Server time offset (sec):
A time offset may be necessary if local time is different to server time. Enter zero to use server time, or a positive/negative value to adjust.
0
Competition season (eg 2008):
2009
SOAP Username:
SOAP Password:
State/Territory:
Undefined
State name displayed as:
What users will see whenever the state name is displayed.
Surf Life Saving Australia
Modify System Settings

Figure 8 - Global Settings

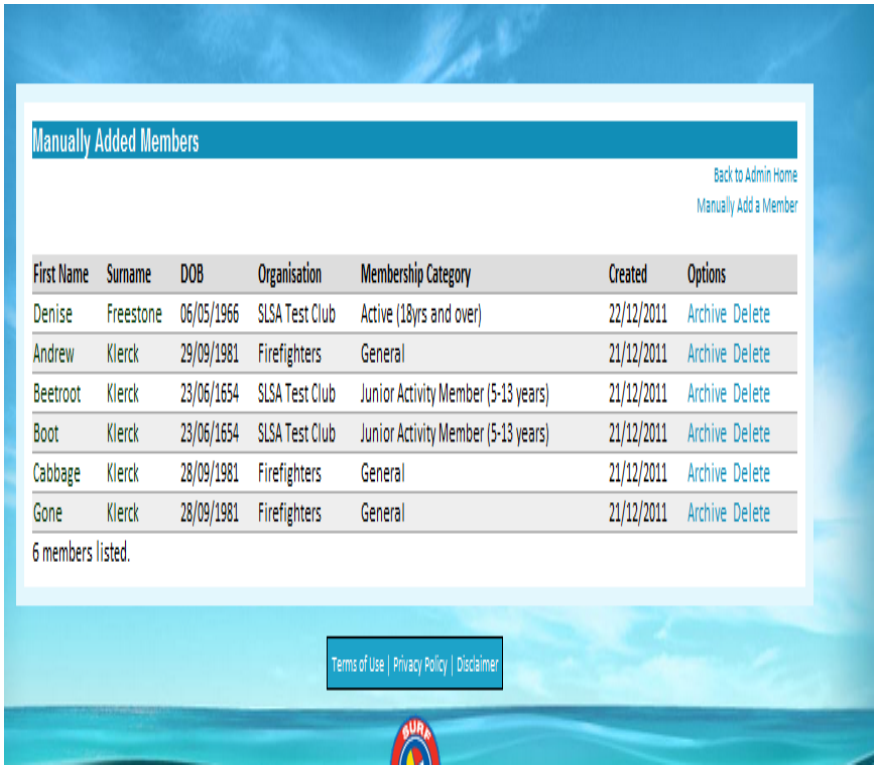
Super Administrators also have access to global settings such as the Server Time Offset (used for setting region and daylight savings timings), the competition season and State name.

Manually Adding Members

From the Super Administrator options individual members can be manually added to the carnival system. Click on the link *'Manually Add Members'* and complete the information requested. Field with an * represent compulsory fields.

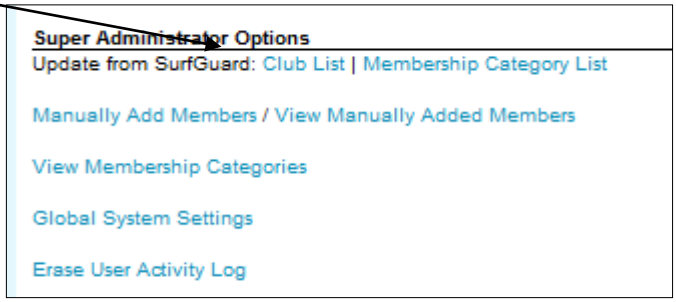


Carnival administrators can also view the list of manual entries via clicking on the *View manually added members* link.


Manually Added Members
Back to Admin Home
Manually Add a Member
First Name Surname DOB Organisation Membership Category Created Options
Denise Freestone 06/05/1966 SLSA Test Club Active (18yrs and over) 22/12/2011 Archive Delete
Andrew Klerck 29/09/1981 Firefighters General 21/12/2011 Archive Delete
Beetroot Klerck 23/06/1654 SLSA Test Club Junior Activity Member (5-13 years) 21/12/2011 Archive Delete
Boot Klerck 23/06/1654 SLSA Test Club Junior Activity Member (5-13 years) 21/12/2011 Archive Delete
Cabbage Klerck 28/09/1981 Firefighters General 21/12/2011 Archive Delete
Gone Klerck 28/09/1981 Firefighters General 21/12/2011 Archive Delete
6 members listed.
Terms of Use | Privacy Policy | Disclaimer

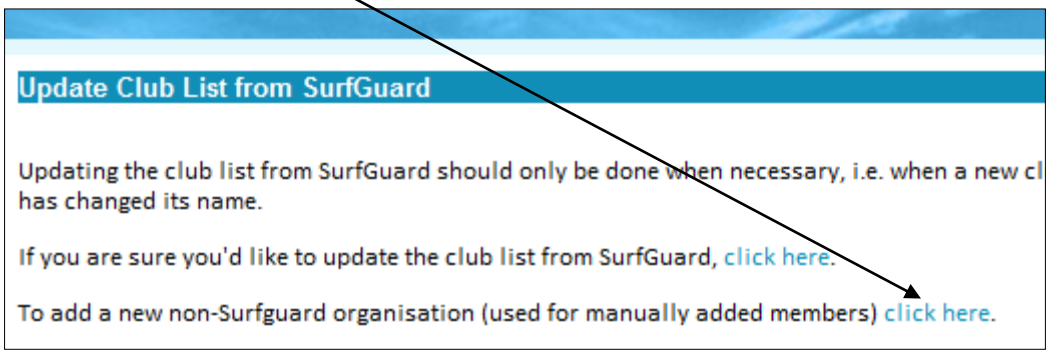
Adding a New Organisation

To add a member manually into the Carnival System they must be part of an organisation. To create a new organisation entity within the system eg: New Zealand (that does not currently exist within Surfguard) click on the 'club list' tab under Super Administrator Options


Super Administrator Options
Update from SurfGuard: Club List | Membership Category List
Manually Add Members / View Manually Added Members
View Membership Categories
Global System Settings
Erase User Activity Log

click '*To add a new non-Surfguard organisation*'

Simply fill in the two fields and click the *add organisation* button


Update Club List from SurfGuard
Updating the club list from SurfGuard should only be done when necessary, i.e. when a new cl
has changed its name.
If you are sure you'd like to update the club list from SurfGuard, click here.
To add a new non-Surfguard organisation (used for manually added members) click here.

Erase User Activity Log

If the user activity log has grown too long and unwieldy it can be erased by clicking on the 'Erase User Activity Log' link. You may wish to take a copy of the log prior to deleting it, in case any auditing is required at a later stage.

Carnival Administration

To administer an event, click on its name in the carnival listings screen. From here you can manage the event's basic settings, its events list, enter results, run reports and delete the carnival.

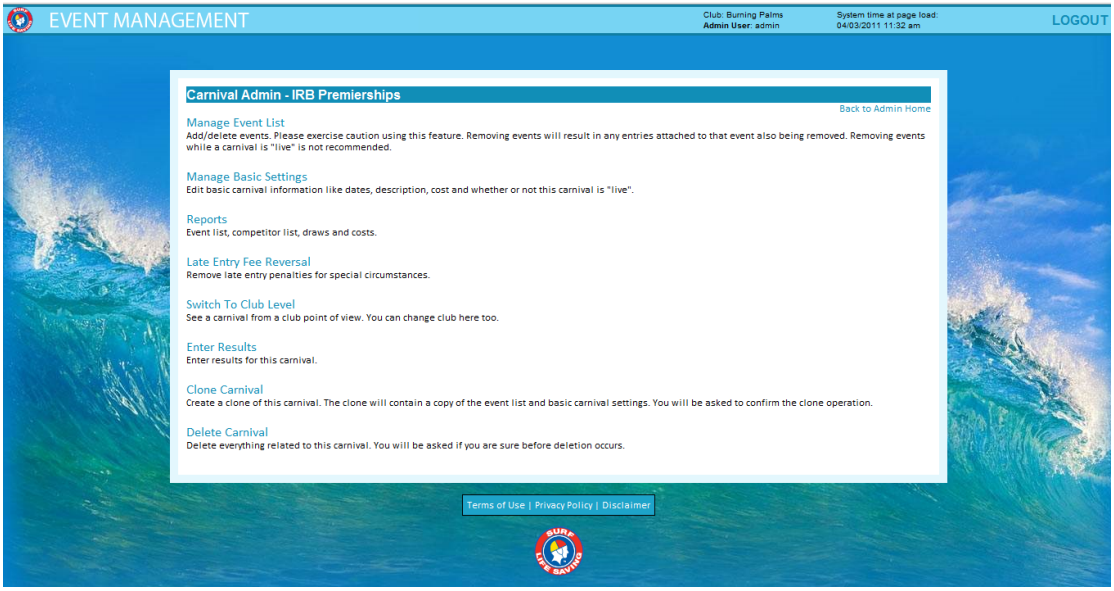

EVENT MANAGEMENT
Club: Burning Palms
Admin User: admin
System time at page load:
04/03/2011 11:32 am
LOGOUT
Carnival Admin - IRB Premierships
Back to Admin Home
Manage Event List
Add/delete events. Please exercise caution using this feature. Removing events will result in any entries attached to that event also being removed. Removing events while a carnival is "live" is not recommended.
Manage Basic Settings
Edit basic carnival information like dates, description, cost and whether or not this carnival is "live".
Reports
Event list, competitor list, draws and costs.
Late Entry Fee Reversal
Remove late entry penalties for special circumstances.
Switch To Club Level
See a carnival from a club point of view. You can change club here too.
Enter Results
Enter results for this carnival.
Clone Carnival
Create a clone of this carnival. The clone will contain a copy of the event list and basic carnival settings. You will be asked to confirm the clone operation.
Delete Carnival
Delete everything related to this carnival. You will be asked if you are sure before deletion occurs.
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Figure 9 - Carnival Administration

Manage Event List

To add events to a new carnival or modify those in an existing carnival, click on the 'Manage Event List' link.

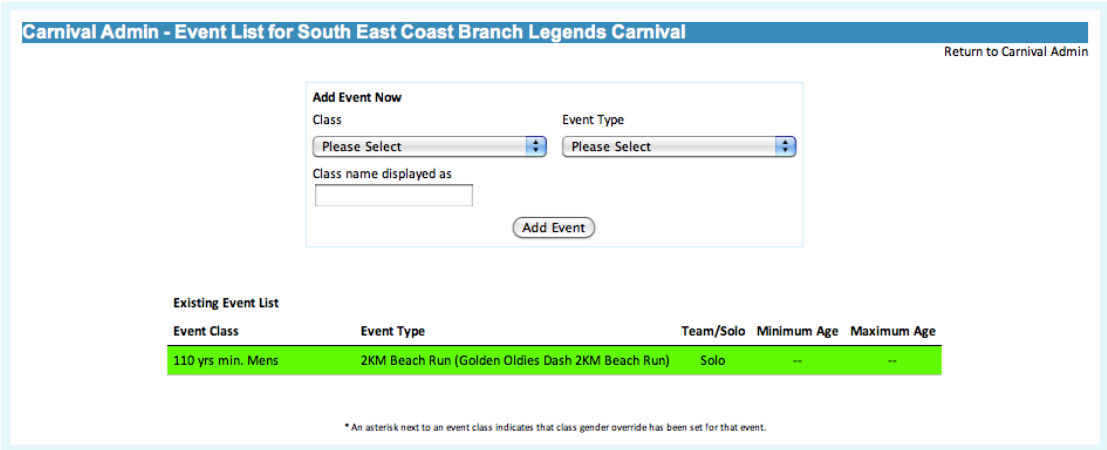

Figure 10 - Manage Event List

Too add an event select the Class from the drop-down menu, along with the event type and then (if you wish) enter a display name.

To modify an existing event, simply click on its name in the Existing Event List. Any over-rides attached to the event can be disabled from this screen, or the entire event can be deleted from the carnival.

To override a carnival event Class setting that is pre-determined for a event eg: allow mix genders for one specific age group click on the event name.

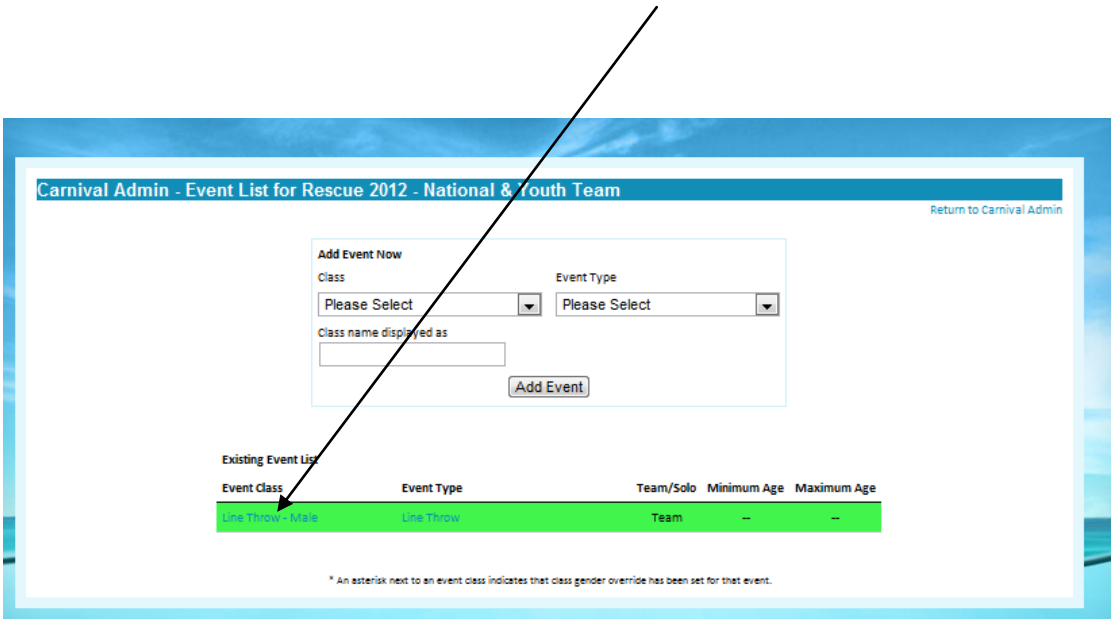

Figure 11a - Modify an Event

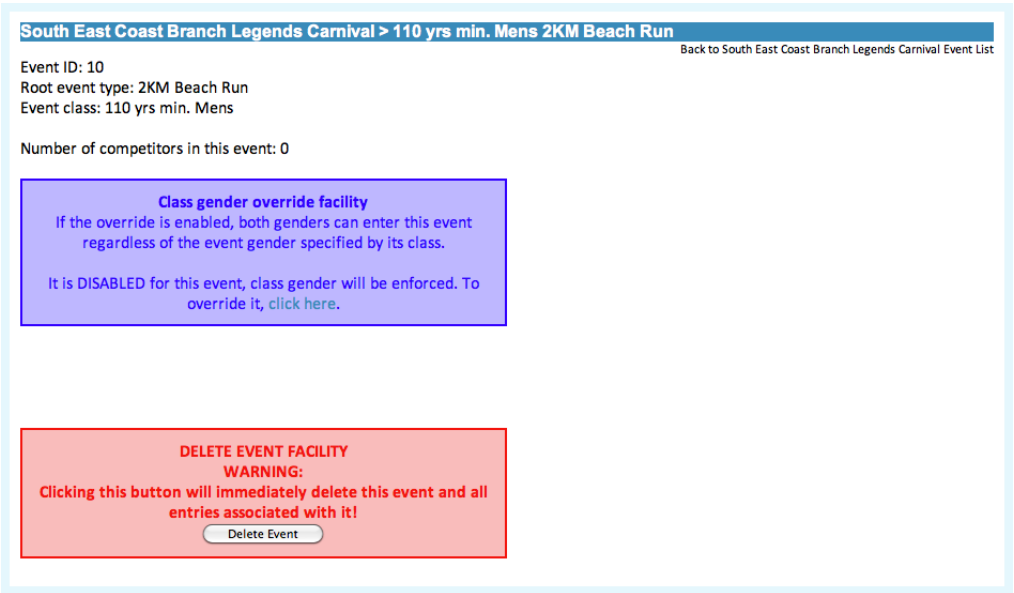
South East Coast Branch Legends Carnival > 110 yrs min. Mens 2KM Beach Run
Back to South East Coast Branch Legends Carnival Event List
Event ID: 10
Root event type: 2KM Beach Run
Event class: 110 yrs min. Mens
Number of competitors in this event: 0
Class gender override facility
If the override is enabled, both genders can enter this event regardless of the event gender specified by its class.
It is DISABLED for this event, class gender will be enforced. To override it, click here.
DELETE EVENT FACILITY
WARNING:
Clicking this button will immediately delete this event and all entries associated with it!
Delete Event

Figure 12b - Modify an Event

Manage Basic Settings

This link returns you to the New Carnival screen and enables you to manage such specifics as the date and the registration fees of a specific carnival. It also allows the carnival administrator to change the carnival status to online -visible to clubs or offline – invisible to clubs (see figure 13d)

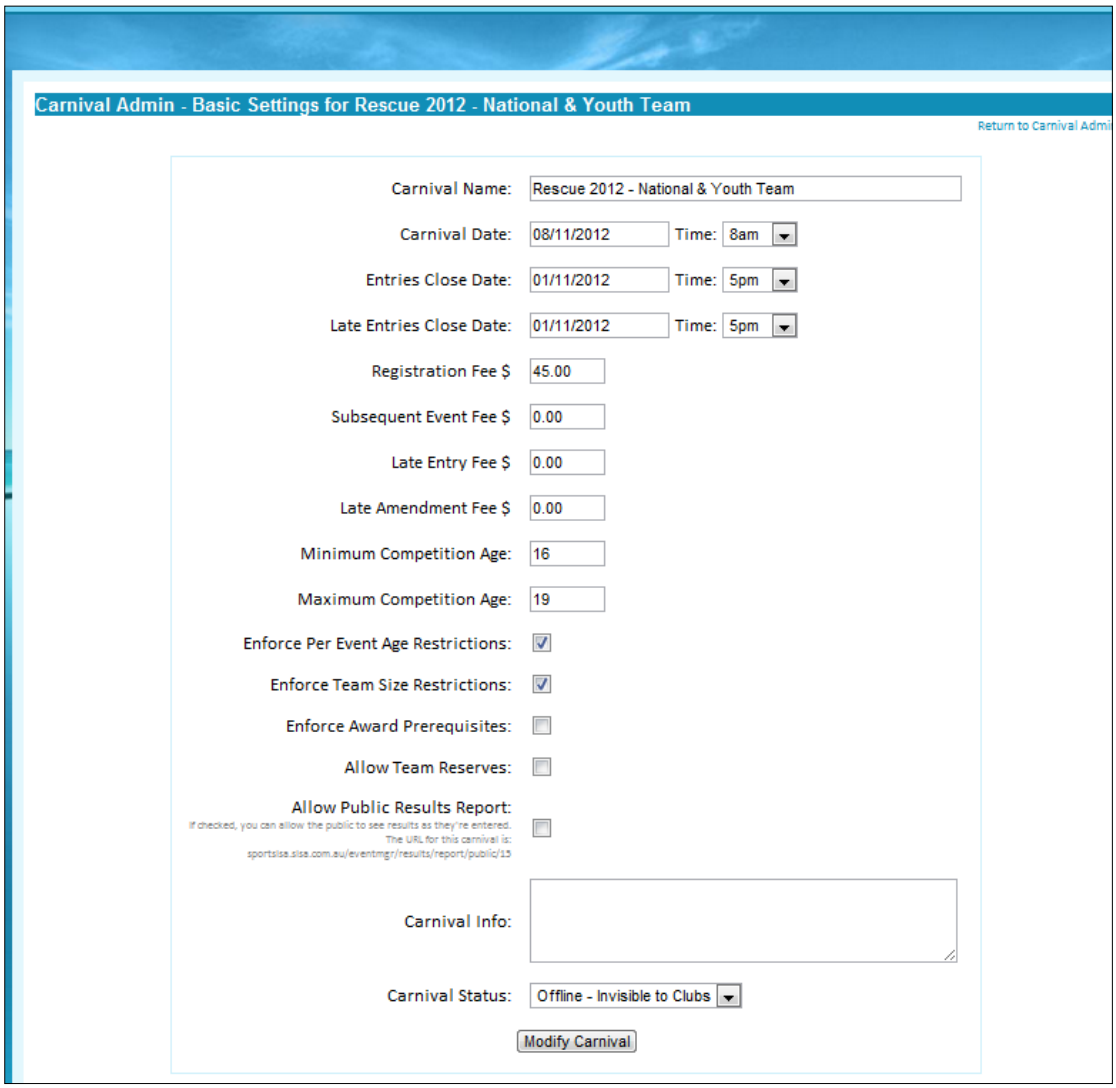

Figure 13c - Manage Basic Settings screen

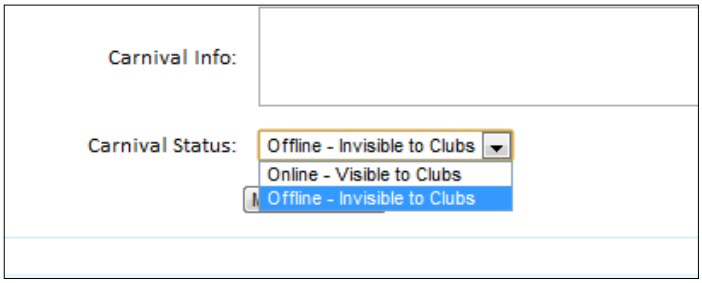

Figure 14d – Snap shot from 'Manage Basic Settings'

Reports

Seven main reports can be generated from the reports screen:

- Full Competitor List - Alphabetical Order
- Full Competitor List – Random
- Next Rounds Draw – Random Order
- Carnival Program
- Pro-Forma Invoice
- Final Invoice Report
- Overall Rank and Points Report

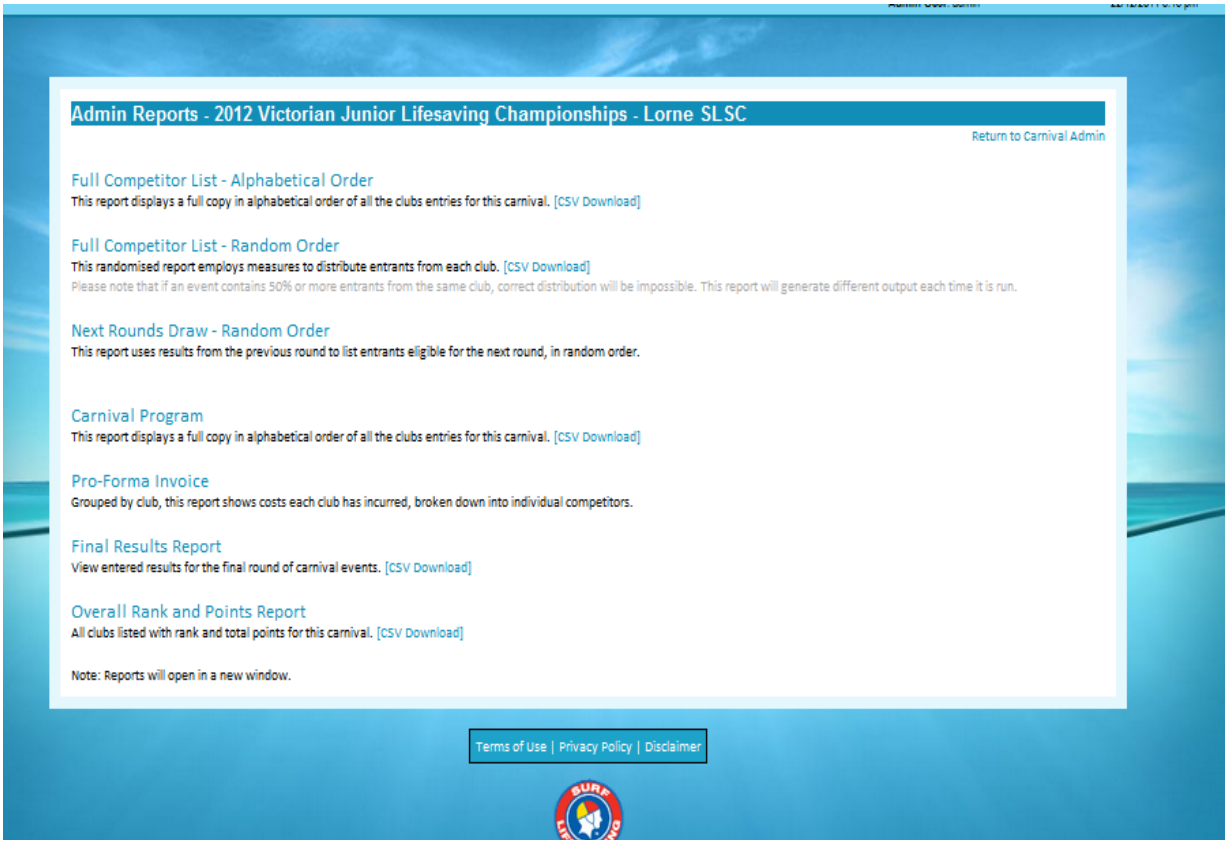
Admin Reports - 2012 Victorian Junior Lifesaving Championships - Lorne SLSC
Return to Carnival Admin
Full Competitor List - Alphabetical Order
This report displays a full copy in alphabetical order of all the clubs entries for this carnival. [CSV Download]
Full Competitor List - Random Order
This randomised report employs measures to distribute entrants from each club. [CSV Download]
Please note that if an event contains 50% or more entrants from the same club, correct distribution will be impossible. This report will generate different output each time it is run.
Next Rounds Draw - Random Order
This report uses results from the previous round to list entrants eligible for the next round, in random order.
Carnival Program
This report displays a full copy in alphabetical order of all the clubs entries for this carnival. [CSV Download]
Pro-Forma Invoice
Grouped by club, this report shows costs each club has incurred, broken down into individual competitors.
Final Results Report
View entered results for the final round of carnival events. [CSV Download]
Overall Rank and Points Report
All clubs listed with rank and total points for this carnival. [CSV Download]
Note: Reports will open in a new window.
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Figure 15 – Reports

To view these reports in your browser window, simply click on the report's name. To produce a downloadable version in CSV (Excel friendly) format, click on the 'CSV Download' link for the corresponding report. Report breakdown:

<u>Full Competitor List - Alphabetical Order</u>

This report displays a full copy in alphabetical order in alphabetical order of all the clubs entries for this carnival

<u>Full Competitor List - Random Order</u>

This randomised report employs measures to distribute entrants from each club. *Please note that if an event contains 50% or more entrants from the same club, correct distribution will be impossible. This report will generate different output each time it is run.*

Next Rounds Draw - Random Order

This report uses results from the previous round to list entrants eligible for the next round, in random order.

Carnival Program

This report displays a full copy in alphabetical order of all the clubs entries for this carnival.

Pro-Forma Invoice

This report gives an indication as to costs incurred, including extra information relating to late entries. It is only intended to be an indication - the final invoice issued by email may contain adjustments. For example, situations have occurred where a member only entering the March Past event may be offered a discount. Such discounts will be applied in the final invoice.

Final Results Report

View entered results for the final round of carnival events.

Overall Rank and Points Report

All clubs listed with rank and total points for this carnival.

Late Entry Fee Reversal

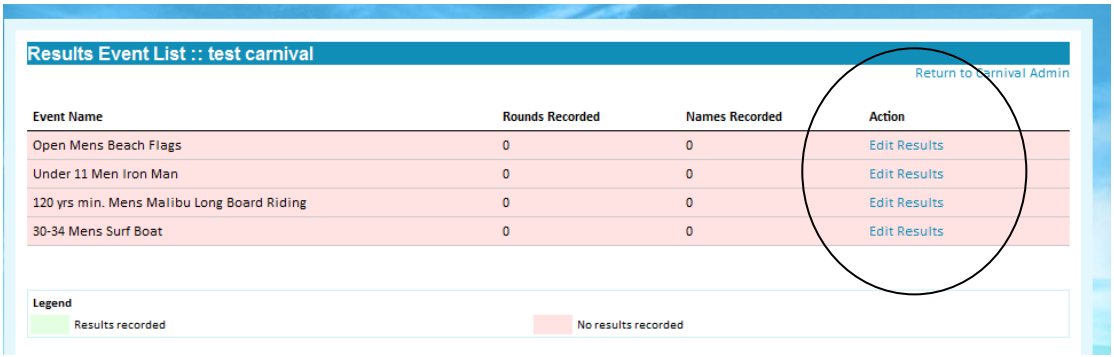
To facilitate the return of fees levied against a competitor who entered the carnival late, simply click on the late entry fee reversal link and select the competitor in question.

Switch To Club Level

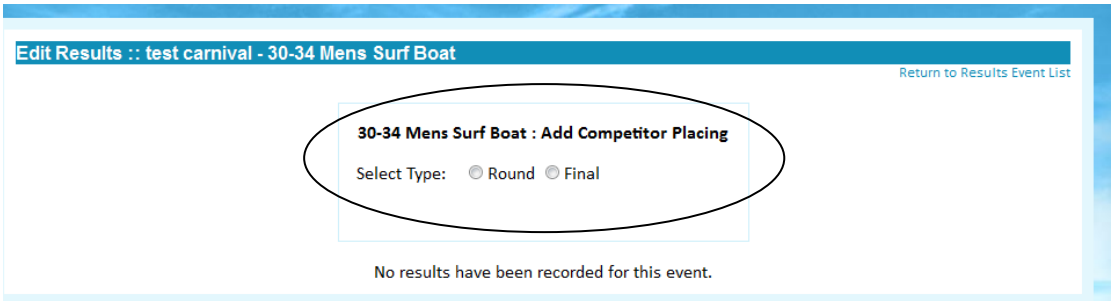
To see the carnival administration from a club's point of view, click on the '*Switch to Club Leve*l' link. Select the club that you wish to view and click on the '*change club'* button. Click on the *'Go to Club'* link at the bottom of the screen.

Enter Results

To enter results, select the carnival that you wish to add results for, click on 'Enter Result' and then click on the event that you wish to enter by clicking on 'Edit results.



Select the Result Type – tick either Round or Final


Edit Results :: test carnival - 30-34 Mens Surf Boat
Return to Results Event List
30-34 Mens Surf Boat : Add Competitor Placing
Select Type: Round Final
No results have been recorded for this event.

Enter the place, points accrued, time if needed and select the competitor's name from the drop-down menu. If you make a mistake you can click the 'Remove' link to change the placing, points or name.

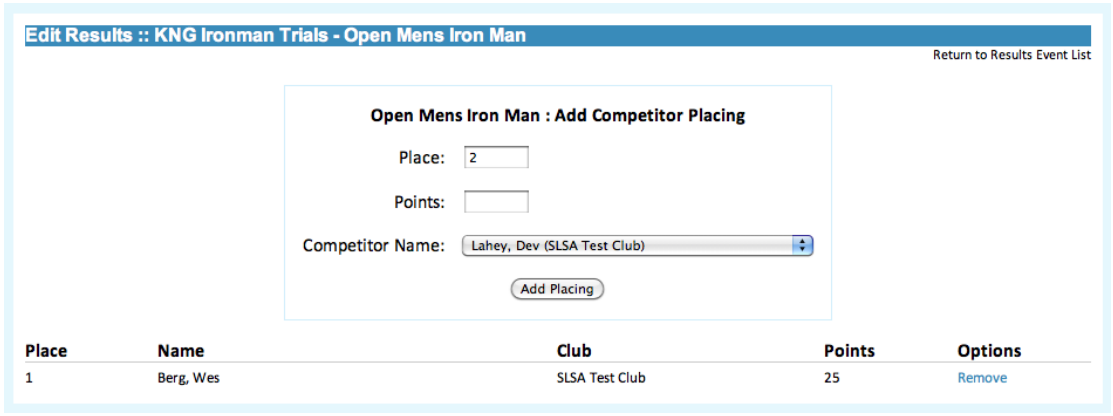

Edit Results :: KNG Ironman Trials - Open Mens Iron Man
Return to Results Event List
Open Mens Iron Man : Add Competitor Placing
Place: 2
Points:
Competitor Name: Lahey, Dev (SLSA Test Club)
Add Placing
Place Name Club Points Options
1 Berg, Wes SLSA Test Club 25 Remove

Figure 16 - Enter Results

Delete Carnival

To completely delete a carnival, along with all events and results associated with it, simply click the 'Delete Carnival' link and confirm your actions on the next screen.

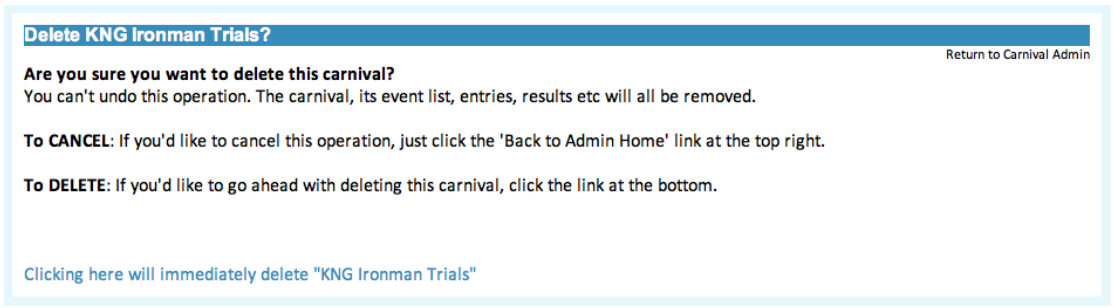

Delete KNG Ironman Trials?
Return to Carnival Admin
Are you sure you want to delete this carnival?
You can't undo this operation. The carnival, its event list, entries, results etc will all be removed.
To CANCEL: If you'd like to cancel this operation, just click the 'Back to Admin Home' link at the top right.
To DELETE: If you'd like to go ahead with deleting this carnival, click the link at the bottom.
Clicking here will immediately delete "KNG Ironman Trials"

Figure 17 - Delete Carnival

Section 2 – Clubs

Log-In

When a Club level user logs in, they are taken immediately to the Event Management screen. This screen displays all the carnivals that are currently open along with past Events. Open events are colour coded in green.

HUN Branch Masters Branch @ Catherine Hill Bay	04/02/2012 8:00am	01/02/2012 4:00pm	04/02/2012 10:00am	Open
HUN Rd 3 Newcastle Perm Junior Surf Series Caves Beach	29/01/2012 8:00am	24/01/2012 4:00pm	29/01/2012 10:00am	Open
Elouera Ohana Surf Classic Junior Carnival	28/01/2012 8:00am	24/01/2012 11:00pm	24/01/2012 11:00pm	Open
CC U8-U14 Carnival @ Toowoon Bay	15/01/2012 8:00am	11/01/2012 5:00pm	15/01/2012 7:00am	Open
CC Rookie Challenge @ Toowoon Bay	14/01/2012 2:00pm	11/01/2012 5:00pm	11/01/2012 5:00pm	Open
Intercities Carnival - Wanda	14/01/2012 8:00am	10/01/2012 1:00pm	10/01/2012 3:00pm	Open
CC Young Guns @ Umina	08/01/2012 8:00am	04/01/2012 5:00pm	04/01/2012 5:00pm	Open
North Cronulla Open Surf Carnival	17/12/2011 8:00am	13/12/2011 11:00pm	13/12/2011 11:00pm	Past Event
CC Masters Carnival @ Killcare 2011	17/12/2011 7:00am	14/12/2011 5:00pm	17/12/2011 7:00am	Past Event
East Coast Surf Festival - Round 3 FINAL @ Terrigal (Program 1)	04/12/2011 9:00am	30/11/2011 4:00pm	04/12/2011 8:00am	Past Event
Stockton Masters Carnival @ Stockton	03/12/2011 9:00am	30/11/2011 4:00pm	03/12/2011 8:00am	Past Event

Figure 18 - Club Level Event Management

Event Management

To begin submitting your clubs carnival entries, click on the Carnival name in the Event Management list and you will be taken to that events main administration screen. This screen gives an overview of the event (timing, fees, information etc.) and enables administrators to add or change existing entries, run reports or view events information.

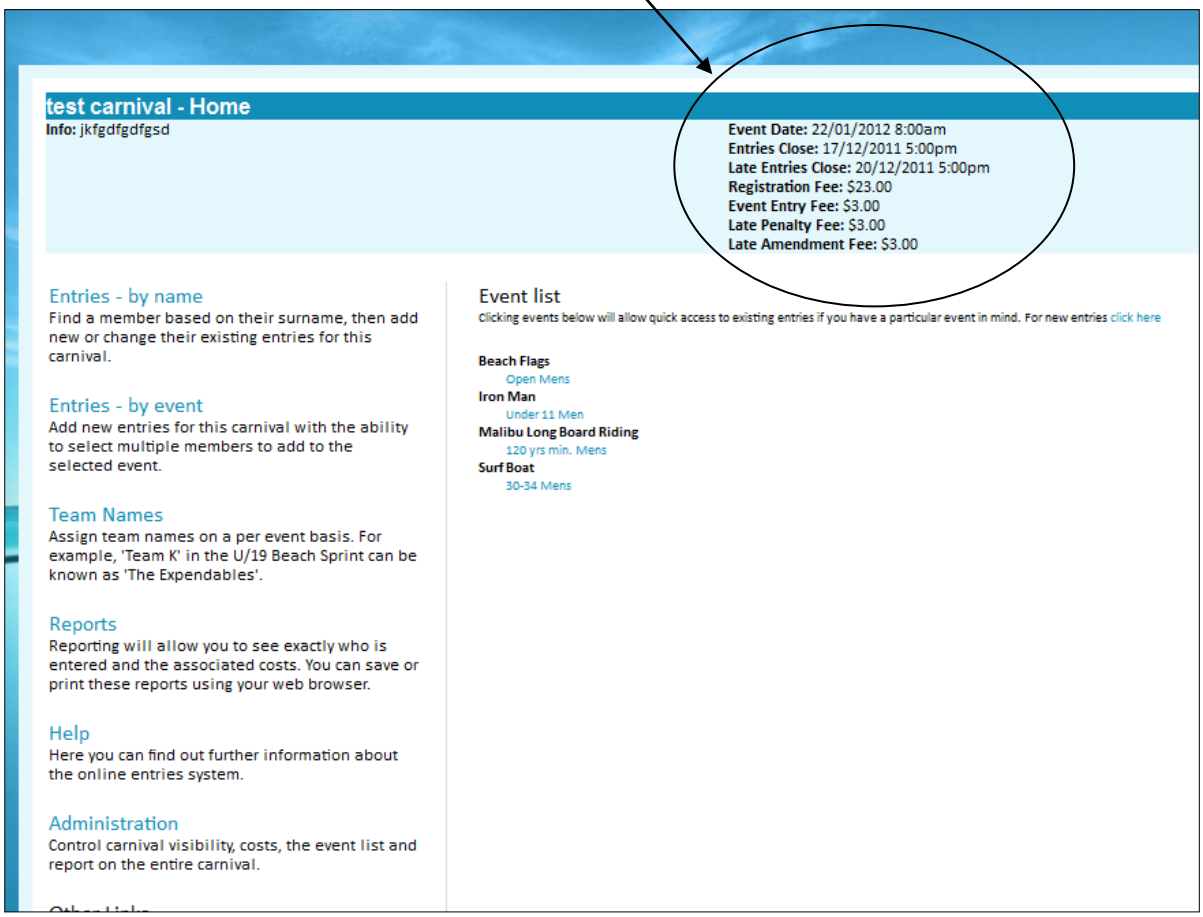
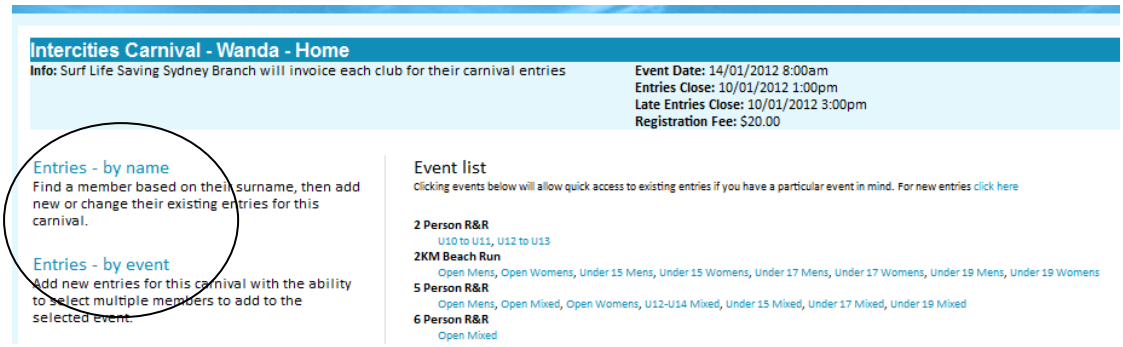

test carnival - Home
Info: jkfgdfgdfgsd
Event Date: 22/01/2012 8:00am
Entries Close: 17/12/2011 5:00pm
Late Entries Close: 20/12/2011 5:00pm
Registration Fee: $23.00
Event Entry Fee: $3.00
Late Penalty Fee: $3.00
Late Amendment Fee: $3.00
Entries - by name
Find a member based on their surname, then add new or change their existing entries for this carnival.
Entries - by event
Add new entries for this carnival with the ability to select multiple members to add to the selected event.
Team Names
Assign team names on a per event basis. For example, 'Team K' in the U/19 Beach Sprint can be known as 'The Expendables'.
Reports
Reporting will allow you to see exactly who is entered and the associated costs. You can save or print these reports using your web browser.
Help
Here you can find out further information about the online entries system.
Administration
Control carnival visibility, costs, the event list and report on the entire carnival.
Event list
Clicking events below will allow quick access to existing entries if you have a particular event in mind. For new entries click here
Beach Flags
Open Mens
Iron Man
Under 11 Men
Malibu Long Board Riding
120 yrs min. Mens
Surf Boat
30-34 Mens

Figure 19 - Club Carnival Administration

Entries

To enter a member into an event you can either select *Enter by Name* or *Enter by Event*.


Intercities Carnival - Wanda - Home
Info: Surf Life Saving Sydney Branch will invoice each club for their carnival entries
Event Date: 14/01/2012 8:00am
Entries Close: 10/01/2012 1:00pm
Late Entries Close: 10/01/2012 3:00pm
Registration Fee: $20.00
Entries - by name
Find a member based on their surname, then add new or change their existing entries for this carnival.
Entries - by event
Add new entries for this carnival with the ability to select multiple members to add to the selected event.
Event list
Clicking events below will allow quick access to existing entries if you have a particular event in mind. For new entries click here
2 Person R&R
U10 to U11, U12 to U13
2KM Beach Run
Open Mens, Open Womens, Under 15 Mens, Under 15 Womens, Under 17 Mens, Under 17 Womens, Under 19 Mens, Under 19 Womens
5 Person R&R
Open Mens, Open Mixed, Open Womens, U12-U14 Mixed, Under 15 Mixed, Under 17 Mixed, Under 19 Mixed
6 Person R&R
Open Mixed

If you wish to enter competitors by name then select this option '*entries – by name*' and then click on the first letter of their surname.

test carnival (Event Date 22/01/2012)
Carnival Home | Entries - by name | Entries - by event | Reports | Help | Admin | Change Club
Entries
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Choose the first letter of the competitors surname.

Figure 20 - Club Carnival Entries – enter by name

If a competitor has already been entered into events their name will be in **bold**. Otherwise to add that person to specific events, click on their name.

KNG Ironman Trials (Event Date 26/11/2010)
Carnival Home | Entries | Reports | Help
Entries
A B C D E F G H I J K L M N O P Q R S T U V W X Y Z
Names in bold indicate existing entries.
Bateman, Katrina (DOB:08/09/1992 U/18 HRS:0.00)
Bateup, Hayley (DOB:09/01/1980 U/30 HRS:0.00)
Bennett, Alyce (DOB:13/04/1987 U/23 HRS:0.00)
Berg, Wes (DOB:23/10/1979 U/30 HRS:0.00)
Berridge, Aimee (DOB:14/10/1990 U/19 HRS:0.00)
Bevilacqua, Matt (DOB:30/03/1992 U/18 HRS:0.00)
Boon, Madison (DOB:14/09/1990 U/20 HRS:0.00)
Booth, Daniel (DOB:21/09/1993 U/17 HRS:0.00)
Booth, Michael (DOB:30/01/1991 U/19 HRS:0.00)
Bradley, Oscar (DOB:03/01/1991 U/19 HRS:0.00)
Britton, Allie (DOB:12/05/1992 U/18 HRS:0.00)
Brown, Harriet (DOB:07/07/1990 U/20 HRS:0.00)
buttel, dean (DOB:30/07/1989 U/21 HRS:0.00)

Figure 20a - Club Carnival Entries – enter by name

A screen will then be displayed with the eligible event details for that competitor. To add a competitor to an event, select the tick box next to their event(s) in question and then click the 'Submit Entry' button. To remove a competitor from an event, select the tickbox next to their name and click the 'Delete Competitor Entry' button.

KNG Ironman Trials (Event Date 26/11/2010)
Carnival Home | Entries | Reports | Help
Entries for Miller, Mitchell
Date of Birth
20/10/1992
Competition Age
Under 17
Bronze Medallion
None
Surf Rescue Certificate
None
Membership Category
Active (18yrs and over)
Patrol Hours Accrued
0.00 hour(s)
Patrol Hours Required
No quota requirement
2KM Beach Run
Open Mixed 2KM Beach Run
Iron Man
Open Mens Iron Man
Surf Board Rescue
Open Mens Surf Board Rescue
Team:
A (1)
Submit Entry
Cancel (Do Nothing)
Delete Competitor Entry
Declaration: By submitting this entry, I certify that this competitor entered in their respective "age" events comply with the minimum age requirements at midnight on 30 September 2009, and membership categories of this competitor is entered are correct and they comply with all conditions of entry (financial & proficient).

Figure 21 – Competitor Entry Screen

If you wish to enter competitors by '*Enter by event*' then select this option and the following screen will ask you to select the event from the drop down box. Once the event has been selected all available club members will be displayed for your selection.

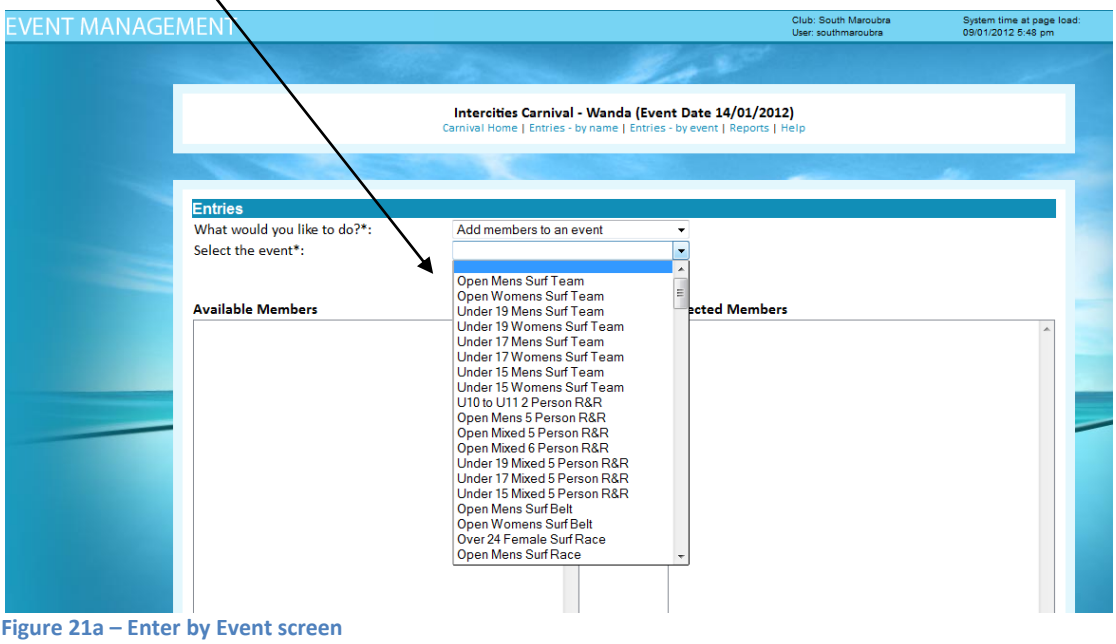

EVENT MANAGEMENT
Club: South Maroubra
User: southmaroubra
System time at page load:
09/01/2012 5:48 pm
Intercities Carnival - Wanda (Event Date 14/01/2012)
Carnival Home | Entries - by name | Entries - by event | Reports | Help
Entries
What would you like to do?*:
Add members to an event
Select the event*:
Available Members
Open Mens Surf Team
Open Womens Surf Team
Under 19 Mens Surf Team
Under 19 Womens Surf Team
Under 17 Mens Surf Team
Under 17 Womens Surf Team
Under 15 Mens Surf Team
Under 15 Womens Surf Team
U10 to U11 2 Person R&R
Open Mens 5 Person R&R
Open Mixed 5 Person R&R
Open Mixed 6 Person R&R
Under 19 Mixed 5 Person R&R
Under 17 Mixed 5 Person R&R
Under 15 Mixed 5 Person R&R
Open Mens Surf Belt
Open Womens Surf Belt
Over 24 Female Surf Race
Open Mens Surf Race

Figure 21a – Enter by Event screen

To view details of any competitor entered for any event within a carnival, click on the 'Entries' link and then navigate to their name by clicking on the initial letter of their surname.

To return to the main administration screen, click the 'Home' link at the top of the screen.

Reports

Four main reports can be generated from the reports screen:

- Full Competitor List - Alphabetical Order
- Full Competitor List - Random
- Carnival Program
- Pro-Forma Invoice

Admin User: admin
Reporting: Battle of the Beach Round #1 - South Melbourne
Full Competitor List (grouped by event)
A full list of all the clubs entries are displayed, grouped by event. [CSV Download]
Full Competitor List (grouped by name)
A full list of all the clubs entries are displayed, grouped by competitor name. [CSV Download]
Full Competitor List (grouped by competition age)
A full list of all the clubs entries are displayed, grouped by competition age. [CSV Download]
Pro-Forma Invoice
If there are costs involved, this report will show a list of competitors along with their associated fees. [CSV Download]
PLEASE NOTE: This report is intended to be used to provide simple indicative costs only. Final amounts may be different.
Note: Reports will open in a new window.
Terms of Use | Privacy Policy | Disclaimer

Figure 20 - Club Level Reporting Screen

To view these reports in your browser window, simply click on the report's name. To produce a downloadable version in CSV (Excel friendly) format, click on the 'CSV Download' link for the corresponding report.

KNG Ironman Trials (Event Date: 26/11/2010)
SLSA Test Club Competitor List (Ordered by event)

Generated on 03/08/2010 2:53 pm

Open Mixed 2KM Beach Run

Surname	First Name	Team	DOB
Bateman	Katrina	-	08/09/1992

Open Mens Iron Man

Surname	First Name	Team	DOB
Berg	Wes	-	23/10/1979
Lahey	Dev	-	26/06/1990

Open Womens Iron Woman

Surname	First Name	Team	DOB
Britton	Allie	-	12/05/1992

Open Mens Surf Board Rescue

Surname	First Name	Team	DOB
Berg	Wes	Team A	23/10/1979
Janes	Mike	Team B	11/10/1984

Figure 21 - Sample Report Output (On-screen)

Force SurfGuard Member List Update – club level

In order to have a complete and up-to-date list of club members who are eligible for an event, it is often required to update the carnival management system with your club member's information from Surfguard. This is called a Force Surfguard Member List Update.

To perform a club update, simply click on the 'Forced Update Member List' from your home page and click on the link.

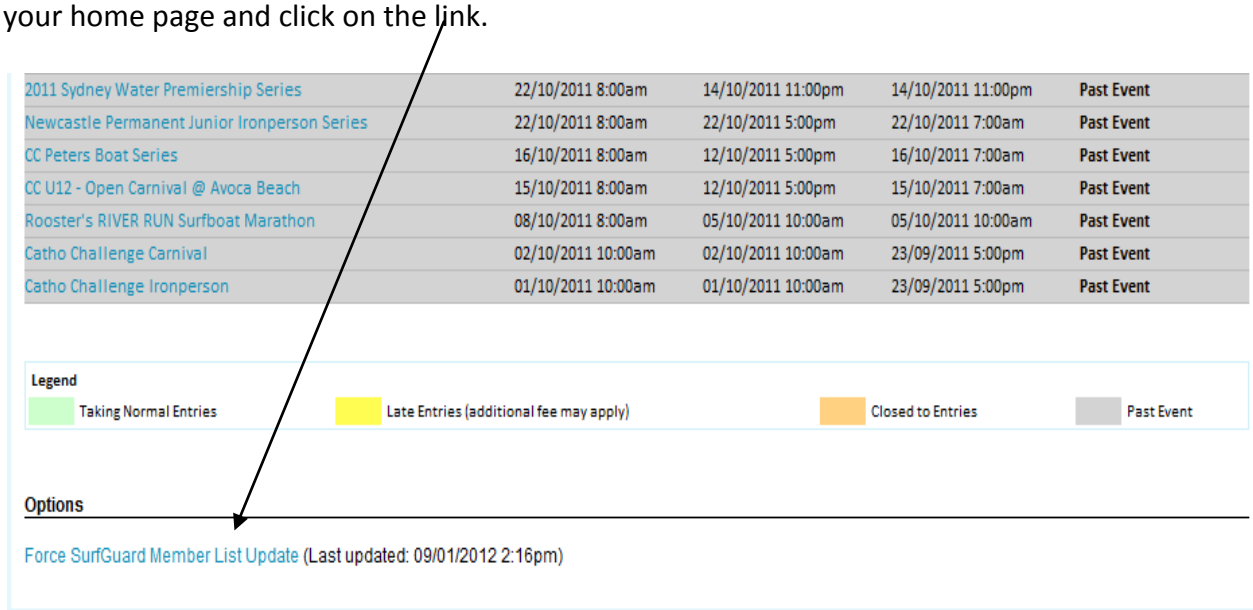

2011 Sydney Water Premiership Series 22/10/2011 8:00am 14/10/2011 11:00pm 14/10/2011 11:00pm Past Event
Newcastle Permanent Junior Ironperson Series 22/10/2011 8:00am 22/10/2011 5:00pm 22/10/2011 7:00am Past Event
CC Peters Boat Series 16/10/2011 8:00am 12/10/2011 5:00pm 16/10/2011 7:00am Past Event
CC U12 - Open Carnival @ Avoca Beach 15/10/2011 8:00am 12/10/2011 5:00pm 15/10/2011 7:00am Past Event
Rooster's RIVER RUN Surfboat Marathon 08/10/2011 8:00am 05/10/2011 10:00am 05/10/2011 10:00am Past Event
Catho Challenge Carnival 02/10/2011 10:00am 02/10/2011 10:00am 23/09/2011 5:00pm Past Event
Catho Challenge Ironperson 01/10/2011 10:00am 01/10/2011 10:00am 23/09/2011 5:00pm Past Event
Legend
Taking Normal Entries
Late Entries (additional fee may apply)
Closed to Entries
Past Event
Options
Force SurfGuard Member List Update (Last updated: 09/01/2012 2:16pm)

Figure 22 – Force Surfguard Member List Update location link

Note: This also displays the date for when the last Forced Update Member List was performed

Note: When updating a clubs member's from Surfguard the system archives any members in the carnival manager system that are archived in Surfguard and have not been updated in the carnival system for 2 years.

Help

The Carnival Manager User Guide is located on the SLSA Website under *Members – Club & Member Resources – Information Technology – IT User Guides*.
For online help and handy tips click on the 'Help' link located on the home page at club level.

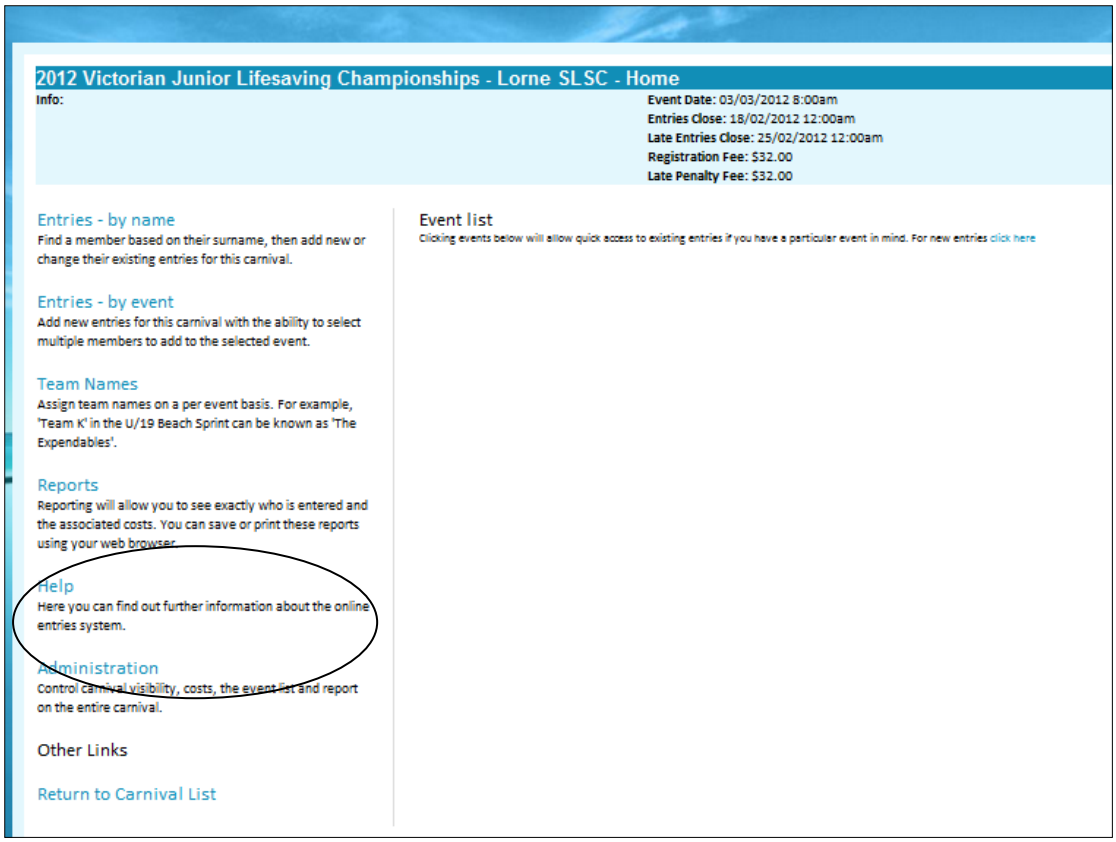

2012 Victorian Junior Lifesaving Championships - Lorne SLSC - Home
Info:
Event Date: 03/03/2012 8:00am
Entries Close: 18/02/2012 12:00am
Late Entries Close: 25/02/2012 12:00am
Registration Fee: $32.00
Late Penalty Fee: $32.00
Entries - by name
Find a member based on their surname, then add new or change their existing entries for this carnival.
Entries - by event
Add new entries for this carnival with the ability to select multiple members to add to the selected event.
Team Names
Assign team names on a per event basis. For example, 'Team K' in the U/19 Beach Sprint can be known as 'The Expendables'.
Reports
Reporting will allow you to see exactly who is entered and the associated costs. You can save or print these reports using your web browser.
Help
Here you can find out further information about the online entries system.
Administration
Control carnival visibility, costs, the event list and report on the entire carnival.
Other Links
Return to Carnival List
Event list
Clicking events below will allow quick access to existing entries if you have a particular event in mind. For new entries click here

Figure 25 – Help Link screen shot

From here you can assess help on adding new entries, reporting and problem solving hints.

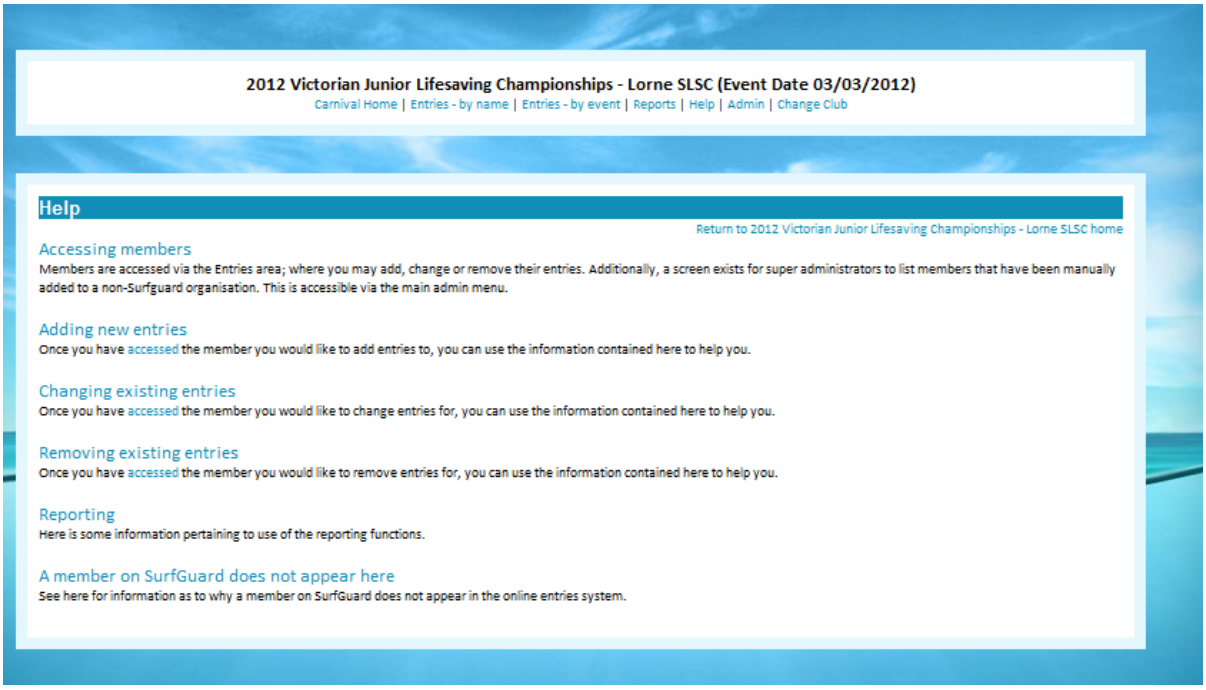

2012 Victorian Junior Lifesaving Championships - Lorne SLSC (Event Date 03/03/2012)
Carnival Home | Entries - by name | Entries - by event | Reports | Help | Admin | Change Club
Help
Return to 2012 Victorian Junior Lifesaving Championships - Lorne SLSC home
Accessing members
Members are accessed via the Entries area; where you may add, change or remove their entries. Additionally, a screen exists for super administrators to list members that have been manually added to a non-Surfguard organisation. This is accessible via the main admin menu.
Adding new entries
Once you have accessed the member you would like to add entries to, you can use the information contained here to help you.
Changing existing entries
Once you have accessed the member you would like to change entries for, you can use the information contained here to help you.
Removing existing entries
Once you have accessed the member you would like to remove entries for, you can use the information contained here to help you.
Reporting
Here is some information pertaining to use of the reporting functions.
A member on SurfGuard does not appear here
See here for information as to why a member on SurfGuard does not appear in the online entries system.

Figure 26 – Help Link options

FAQ – Problem Solving Club Entries

If a member's name does not appear for selection into a carnival/event then club administrators should check the following member information within surfguard:

- That the member is registered for the current season eg: 2012/2013 in Surfguard
  Note: Un-financial members will not be eligible for selection until they are clicked over in Surfguard to reflect the current season.

- That the member's competition rights are sitting with your club in the person details screen in Surfguard.
  Note: If a member has competition rights at another club a Surfguard transfer will need to be performed, and then a 'force Surfguard member list update' will need to be initiated.

- That the member is in the correct membership category in the person details screen in Surfguard

Q: What does it mean when a member has a 'Red or Green' BM/SRC/JNR-13 award indicator displayed after their name and DOB.
eg: Roser, Scott (DOB:18/04/1990 U/22 BM HRS:0.00)

A: Green indicates that the member's award is proficient, Red indicates that the award is not proficient in Surfguard. Note: a member's most current age appropriate award should be displayed in Green.
Note: If the carnival administrator has NOT enforced the Award Prerequisites functionality the system will still allow clubs to enter members into events regardless of their award proficiency status. Therefore it is up to clubs to responsibly enter members that have fulfilled all the carnival requirements.

Q: Where are members patrol hours displayed within the carnival manager system.

A: Along side a competitors name when selecting members for entry into events their seasons competition hours will be displayed.

Roser, Scott (DOB:18/04/1990 U/22 BM HRS:0.00)

If a member has HRS:0.00 then this implies that the member has no recorded patrol hours within Surfguard.
Note: Presently the system will still allow clubs to enter members into events regardless of their patrol hour requirements. Therefore it is a clubs responsibility to only enter members that have fulfilled all the carnival requirements such as minimum patrol hours depending on membership category.

REMINDER – once changes have been made in Surfguard – administrators will need to conduct a 'force Surfguard member list update' to bring changes made in Surfguard across to the Carnival Manager System